

INSTRUCTIONS

Tennessee Rubric Evaluation of Policies, Practices, and Procedures (TnREppp) Disproportionate Overrepresentation Self-Assessment

Purpose: School districts identified with Significant Disproportionality are required to conduct a system self-assessment for the review of practices, policies and procedures in the identification of students with disabilities.

Form Use: The *TnREppp Self-Assessment* focuses on six educational areas related to the appropriate identification practices and procedures. It is completed electronically and submitted to the Division of Special Education for the review and rating of the six focus items examined by the district.

Instructions:

- 1) **Read these instructions** thoroughly before you begin the self-assessment process.
- 2) **Assemble a Disproportionality District Review Panel** which represents multiple perspectives on the effectiveness of district practices. The review panel should include at least three system educators (e.g., director of school system, special education supervisor, general education supervisor, school psychologist or speech/language pathologist, principal, etc.). Be sure to include input from other knowledgeable persons in the school system and community.
- 3) **Designate a Team Facilitator** to oversee and coordinate the review process, and submit the final report.
- 4) **Discuss the purposes for the self-assessment** with the review panel:
 - (a) examination and analysis of district policies, practices and procedures for the appropriate referral and identification of students with disabilities; and
 - (b) identification of specific areas to target for comprehensive improvement.
- 5) **Review and Discuss** the components of the six focus items included for self-assessment in the *TnREppp*. The *TnREppp Reviewer Scoring Guidelines* should be referenced by the district when conducting this self-assessment. These guidelines are used by the DOE for the review/ rating of each area of focus and provide scoring criteria for the *TnREppp*, which includes:

Focus Item Heading	Overarching area of review for each of the six focus items
Column 1	SDE (State Department of Education) Rating
Column 2	Exemplary (4) Criteria
Column 3	Adequate (3) Criteria
Column 4	Partially Adequate (2) Criteria
Column 5	Inadequate (1) Criteria
Column 6	Description or listing of evidence and data to support the review Note: Evidence should not be submitted to the DOE with the Review Rubric. All Evidence documented in this Review should be kept on file in the district's Central Office and be available for Monitoring purposes.

- 6) **Enter basic information** for the school system (page 2 of the *TnREppp*).
- 7) **Respond to each focus area** as directed and **enter the Documentation/Evidence** results from the panel's review.
Note: Be sure to list the supportive evidence and documentation described in column 6.
- 8) **Remember to Electronically Save** your report periodically as it is completed.
- 9) **Rename the *TnREppp*** with your district's name
Example: *Vol County TnREppp Disproportionate Overrepresentation Self-Assessment*
- 10) **Obtain signatures** from your district's review team (page 2 of the *TnREppp*). **Submit** the signed *Disproportionality Panel Review Cover Sheet* to the State by U.S. Mail to Ann Sanders-Eakes, Department of Education, Division of Special Education, Andrew Johnson Tower-7th Floor, 710 James Robertson Parkway, Nashville, TN 37243.
- 11) **Email the completed *TnREppp Self-Assessment* to Ann Sanders-Eakes at Ann.Sanders@state.tn.us no later than September 1, 2008.**